Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Division of Cebu Province

Office of the Schools Division Superintendent

December 2, 2022

DIVISION MEMORANDUM
No. 368 , s. 2022

CONDUCT OF THE TWO-DAY MONITORING & EVALUATION COORDINATION SEMINAR FOR PUBLIC SCHOOLS DISTRICT SUPERVISORS

To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Public Schools District Supervisors
All Others Concerned

1. This Office hereby announces the conduct of the **"Two-day Monitoring and Evaluation Coordination Seminar for Public Schools District Supervisors"** on December 20-21, 2022 at DepEd Ecotech Center, Sudlon Lahug, Cebu City.

2. The participants to this in-person/formal face-to-face Learning and Development (L&D) activity are expected to:

a. enhance basic skills in Microsoft Excel, Powerpoint presentation and use of Google Drive for uploading of SMEA reports;
b. realign and overview of the SMEA indicators for SY 2022-2023 ;
c. provide feedback on the programs and projects initiated by the Division Office;
d. present physical and financial outputs;
e. craft the 2022-2023 First Quarter Physical and Financial Status;
f. design quarterly physical and financial implementation plans;
g. review the technical assistance provided to schools and districts; and,
h. update the status of the conduct and implementation of flagship projects (division- and school-based)

3. The participants in this activity are the fifty-eight (58) Public Schools District Supervisor and selected Division Office Personnel ***(Annex B)***. PSDSs are expected to bring along with them a laptop computer and the hard copies of their first quarter SMEA and DsMEA results for data collection, review and planning purposes.

4. **Participants are expected to be at the venue in the morning of Day 1 (December 20, 2022)**. First meal is breakfast which will be served at 7:30 AM on Day 1. Last meal will be packed dinner on Day 2 (December 21, 2022).

5. This activity is on **live-in/stay-in arrangement**. Travel and incidental expenses of the participants shall be charged against the **Division MOOE** subject to their availability and the usual accounting rules and regulations.

6. Expenses incurred relative to the conduct of the program such as, venue, accommodation, meals and snacks of the participants and members of the Program

Management Team (PMT) shall be charged against the **HRD funds**, subject to their availability and the usual accounting and auditing rules and regulations.

7. Members of the PMT ***(Annex A)*** are required to be at the venue on Day Zero (December 19, 2022) for the ocular inspection and preparation of training materials to be used during this activity. Expenses such as, venue, accommodation, afternoon snacks, dinner of the members of the PMT on Day Zero and breakfast on Day 1 shall be charged against the **HRD funds**, subject to their availability and the usual accounting and auditing rules and regulations.

8. The participants are still advised to observe minimum public health and safety standards at all times during the conduct of this two-day activity. The Medical Section **(Attn.: Dr. Virgilio C. Tantuico)** is hereby directed to assign at least two (2) nurses to be at the training venue throughout the entire course of this program.

9. This Memorandum serves as **Authority to Travel** for the participants and the members of the PMT.

10. Immediate dissemination of and compliance with this memorandum are desired.

MARILYN S. ANDALES EdD, CESO V
Schools Division Superintendent

MSA/LMD/FCL/SGOD/VAY/lgm_2022

Address: DepEd Cebu Province, IPHO Bldg., Sudlon, Lahug, Cebu City
Telephone Nos.: 032-2556405
Email Address: cebu.province@deped.gov.ph ; depedcebuprovince@yahoo.com
Website: www.depedcebuprovince.com

Annex A

"Two-day Monitoring and Evaluation Coordination Seminar for Public Schools District Supervisors"
December 20-21, 2022
DepEd Ecotech Center, Sudlon Lahug, Cebu City

PROGRAM MANAGEMENT TEAM

Responsibility	Personnel In-Charge
Over-all Program Manager	**Dr. Marilyn S. Andales, CESO V, *SDS***
Assistant Program Managers	**Dr. Lorenzo M. Dizon, CESO VI, *ASDS*** **Dr. Fay C. Luarez, *ASDS***
Program Coordinator	**Dr. Victor A. Ybañez, *SGOD Chief***
Asst. Program Coordinator	**Dr. Gerardo S. Mantos, *EPSVR***
Training Manager	**Mr. Louie G. Monteroso, OIC-S*EPS-HRD***
QATAME Associates	**Dr. Roderic T. Goles, *SEPS M&E*** **Dr. Margarita A. Nierra, SEPS P&R** **Dr. Norman O. Blanco, *EPS II M&E*** **Mrs. Agustina R. Albiso, PO III**
Finance Officer	**Mrs. Desiree C. Ramos, *Accountant III***
Logistics	**Mr. Louie G. Monteroso, *EPS II-HRD*** **Mrs. Mary Ann Celino, ADAS**
Welfare/Health Protocol Officer	**Medical Section's Assigned Nurses**
Secretariat	**Mrs. Elisa Martinez** **Ms. Claire Therese Jusay** **Mr. Aniel Loquillano** **Mr. Elmer Ocarol**

Annex B

"Two-day Monitoring and Evaluation Coordination Seminar for Public Schools District Supervisors"
December 20-21, 2022
DepEd Ecotech Center, Sudlon Lahug, Cebu City

LIST OF PARTICIPANTS

Dr. Marilyn S. Andales CESO V	Schools Division Superintendent
Dr. Lorenzo M. Dizon CESO VI	Assistant Schools Division Superintendent
Dr. Fay C. Luarez CESE	Assistant Schools Division Superintendent
Dr. Victor A. Ybañez CESE	CES, Schools Governance & Operations Division
Dr. Mary Ann P. Flores	CES, Curriculum & Implementation Division
Dr. Roderic T. Goles	Senior Education Program Specialist- M and E
Dr. Norman Blanco	Education Program Specialist II- M and E
Raul A. Jumao-as	PSDS, Consolacion 2/Division Coordinator, EPP
Danilo A. Manguilimotan	PSDS, Minglanilla I
Ivo Adam N. Villordon	PSDS, Minglanilla II
Joel Umbay	PSDS, San Fernando I& II
Jenelyn Craste	PSDS, Sibonga
Imelda H. Gealon	PSDS, Argao I
Ma. Socorro N. Relacion	PSDS, Dalaguete I
Cecilia C. Cartilla	PSDS, Dalaguete II
Dr. Eduardo M. Lumayag	PSDS, Argao II
Willie M. Adonay, Jr	PSDS
Celieta C. Yabo	PSDS
Jose Glenn L. Niere	PSDS
Elias A. Concha	PSDS
Romeo V. Mejia	PSDS, Badian
Vicente T. Tolomia	PSDS, Samboan
Dr. Relina Sonsona	PSDS
Victoriano I. Borla	PSDS, Ginatilan
Dr. Minerva A. Zozobrado	PSDS, Dumanjug I
Dr. Delia Y. Alocillo	PSDS, Alegria
Artudio T. Lumapay	PSDS, Alcantara
Dr. Ma. Elizabeth Q. Armamento	PSDS, Dumanjug I
Eduardo T. Lasala	PSDS, Moalboal
Paterno P. Dandan	PSDS, Barili I
Dr. Gladys S. Balagtas	PSDS, Barili II
Clover C. Redula	PSDS, Malabuyoc
Mary Bel C. Revilla	PSDS, Ronda
Florencia L. Labang	PSDS
Catalina L. Avila	PSDS
Necifora Rosales	PSDS
Eli D. Carmelotes	PSDS
Joel B. Burog	PSDS
Christopher C. Piodos	PSDS
Lorna Soco	PSDS
Tony T. Aplacador	PSDS

Lani B. Arcilla	PSDS
Nenita B. Abello	OIC, PSDS,Medellin
Virgina Juviar	PSDS
Dr. Eva A. Casinillo	PSDS
Dr. Cleofe V. Papango	PSDS
Chloe S. Garrucha	Caretaker, Bantayan I
Dr. Annabelle S. Alob	PSDS
Victoria D. Santillan	Caretaker, Madridejos
Dr. Rowena Brian	PSDS, Tabogon
Dr. Omega M. Sol	PSDS, Borbon
Belen Pogoy	PSDS, Sogod
Dr. Angeles Bugtai	PSDS, Catmon
Glicerio Camongay	PSDS, Carmen
Dr. Samuel M. Ponce	PSDS, Compostela
Dr. Prescilla R. Cacanog	PSDS, Liloan
Dr. Remedios Y. Lupo	PSDS, Consolacion I
Arnulfo V. Compuesto	PSDS, Cordova
Dr. Edwina M. Campomayor	PSDS, San Francisco
Nilo Alcaraz	PSDS, Poro
Dr. Mercedita M. Arquillano	PSDS, Tudela
Dr. Abbie P. Barnes	PSDS, Pilar
Claire Therese Jusay	ADAS III, SGOD
Elisa Ybanez	ADAS, SGOD
Aniel Loquillano	ADAS III, SGOD
Six Sub-Office DsMEA Coordinators	